

## **Lower School Attendance Policy**

At Gaston Day School, we prioritize the academic success and positive learning environment of our Lower School students through our attendance policy.

Students are expected to be in their classrooms by 8:00 am. Arrival after this time will result in a tardy mark. Consistent attendance is vital for maintaining academic progress. Should your child need to be absent due to illness, travel, appointments, or early dismissal, please notify both your child's teacher and <a href="mailto:attendance@gastonday.org">attendance@gastonday.org</a>

While we recognize the value of travel, we kindly request that arrangements for extended absences be made in advance to ensure minimal disruption to critical coursework.

In cases of frequent absences or tardiness that may impact academic progress, the classroom teacher will notify the Lower School Head. Parents will then be contacted to schedule a conference to address the situation. Additionally, students must sign in and out at the front office.

Thank you for your cooperation in supporting our commitment to academic excellence and a positive learning environment at Gaston Day School.